

# INDIANA HOUSING AND COMMUNITY DEVELOPMENT AUTHORITY

<b>Title</b>	<b>Community Development Representative</b>	<b>Exempt</b>
<b>Reports to</b>	Community Development Manager	<b>Date last revised:</b> 09/24/09
<b>Supervises</b>	N/A	
<b>Summary</b>	<p>The Community Development Representatives contribute to fulfilling the IHCDCA mission and meeting strategic and annual IHCDCA operational and program goals by allocating and overseeing the implementation of federal and state funds that consist of a wide range of moderately complex established procedures and guidelines.</p> <p>Primary responsibilities focus on providing on-going technical assistance to communities, not-for-profits, and for-profit organizations to support the community development activities across six programs federal and state programs, including Home Investment Partnerships (HOME), Community Development Block Grants (CDBG), Affordable Housing and Community Development Trust Fund, and the Neighborhood Assistance Program (NAP).</p>	
<b>Evaluation of performance</b>	Performance will be evaluated based on achieving key outcomes described in this job description, including specific goals, deadlines, and other quality indicators; working effectively in a team environment; interacting positively with partners and demonstrating customer service; and working efficiently and effectively within required specifications, policies, and standards established by IHCDCA and its associated governing entities.	
<b>Key outcomes expected</b>	<p>Perform on site technical assistance visits:</p> <ul style="list-style-type: none"> <li>▪ Research regulatory and programmatic issues.</li> <li>▪ Perform application workshops and award trainings in a classroom environment.</li> <li>▪ Monitor open awards and notify recipients of potential compliance concerns.</li> <li>▪ Provide strategies to avoid compliance findings.</li> <li>▪ Review and process modification request.</li> <li>▪ Monitor completed projects and ensure completion of award conditions.</li> </ul> <p>Review applications based on established criteria:</p> <ul style="list-style-type: none"> <li>▪ Respond with technical assistance to applicants who fail to meet the established criteria.</li> <li>▪ Ensure award agreements and board memos are error free.</li> <li>▪ Perform a risk assessment on each application.</li> <li>▪ Attend housing development-related events, such as ground breakings and open houses.</li> </ul> <p>Develop, design, and revise annual application and implementation packages for Federal and state-funded programs, including HOME, CDBG, Trust Fund, and NAP:</p> <ul style="list-style-type: none"> <li>▪ Coordinate application review working groups with our partners.</li> <li>▪ Attend public hearings and Consolidated Plan public meetings.</li> <li>▪ Actively assist in the development of new programs and initiatives.</li> <li>▪ Develop awards implementation manuals.</li> </ul>	

<b>Key outcomes expected (cont'd)</b>	<p>Assist with the preparation of departmental internal procedures manuals.</p> <p>Certify and re-certify Community Development Housing Organizations (CHDO) based on established criteria.</p> <p>Compile and report program performance information throughout the year.</p> <p>Represent IHCDCA on external committees as assigned by Community Development Manager.</p> <p>Timely and accurately enter required information into the Weekly Tracking Report.</p>
<b>Knowledge Skills and Abilities (KSA)</b>	<p>Demonstrates effective verbal and written communication skills. Able to effectively communicate with a variety of individuals with diverse backgrounds, education, and economic levels.</p> <p>Demonstrates strong presentation skills. Can facilitate both large and small group presentations.</p> <p>Demonstrates customer service orientation. Able to work well in a team environment and as part of a team.</p> <p>Able to think logically and analytically. Proactive in anticipating and alerting others to problems with projects or processes. High detail orientation and accuracy.</p> <p>Takes initiative and needs little supervision. Able to prioritize, organize tasks and time, and follow up. Performs responsibilities efficiently and timely. Able to juggle multiple requests and meet multiple deadlines.</p> <p>Proficient in basic computer skills, i.e. Microsoft Word, Excel, Internet usage (e-mail).</p> <p>Demonstrates proficiency in basic mathematics.</p>
<b>Education, experience, degrees, licenses</b>	<p>Post-secondary education.</p> <p>2-3 years experience in community development industry.</p>
<b>Work environment and physical demands</b>	<p>Work is performed in an office environment.</p> <p>Must be able to work proficiently with computers and other office equipment.</p> <p>Employee is required to visit off-site locations through the State of Indiana periodically throughout the year.</p>

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